

August 14, 2025

Honey Sofia V. Solis

Director, Human Resource Management Department

Visayas State University, Baybay City, Leyte

Dear Ms. Honey Sofia V. Solis,

Director, HRMD

I am formally writing this letter to express my interest in the Administrative Aide-Clerk 1 position at Visayas State University – Main Campus: Horticulture Department. As a graduate of Environmental Biology at Leyte Normal University, I strongly gained knowledge in biology and environmental aspects, which gives me a solid understanding of plant science, environmental care, and sustainability, which I believe can be an asset to your team.

Moreover, I also developed my administrative and clerical ability by working in our small-time construction business. This allows me to handle documents, organize files, and perform various administrative tasks. This relevant experience has assisted me to work with accuracy, be detail-oriented, and manage time efficiently. I am confident that these valuable skills, combined with my academic background, will allow me to contribute significantly to the smooth operations of your department.

I am looking forward to the opportunity to work in an environment that aligns with my field of study, and I am determined to continue to learn and grow professionally while supporting the crucial work of the team.

Thank you for considering my application.

Sincerely,



John Paul C. Macato

Applicant

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